

## ANIMAL CONTROL MANAGER

### NATURE OF WORK

This is responsible supervisory work coordinating the activities of a municipal animal control and licensing program for the City/County Health Department.

Work involves responsibility for the supervision and coordination of a municipal animal control and licensing program. Work includes developing program goals and objectives. An employee in this class works with considerable independence of action with work decisions made in accordance with departmental policies and procedures. Supervision is received from an administrative supervisor with work being reviewed in the form of conferences, reports submitted and results achieved. Supervision is exercised over subordinate field and clerical staff members.

### EXAMPLES OF WORK PERFORMED

Supervises and coordinates all activities of a municipal animal control and licensing program including assigning work to subordinate staff, interviewing applicants for employment and evaluating employee performance.

Confers with governmental, community and private organizations to interpret and promote animal control program activities.

Prepares agendas, reports and recommendations for the Animal Control Advisory Committee.

Compiles and calculates statistical data in preparation of the annual budget; reviews and approves routine budgetary expenditures.

Prepares and submits a variety of statistical and operational reports; conducts research on assigned subjects and prepares reports and recommendations based on findings.

Develops improvements in administrative planning and organization, work flow, cost controls and sources or revenue.

Resolves routine problems in accordance with established departmental policies and procedures.

Develops and participates in an animal control public relations campaign.

Performs related work as required.

### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of municipal animal control and licensing ordinances as they pertain to public health as well as the legal procedures related to the enforcement of such ordinances.

Knowledge of new developments, sources of information and current literature pertaining to animal control.

Knowledge of community service agencies as well as services provided by those agencies.

Ability to plan, assign, direct, coordinate and evaluate the work of subordinate staff engaged in the delivery of a municipal animal control and licensing program.

Ability to make professional and administrative decisions within the framework of departmental policy.

Ability to interpret and enforce ordinances and issue corrective orders with courtesy, tact and impartiality.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with coworkers and the general public.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in public health, physical or biological sciences, business or public administration, or related field supplemented by graduate studies in public health or related field, plus considerable supervisory experience in the administration and the enforcement of animal control ordinances.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major course work in public health, physical or biological sciences, business or public administration, or related field plus supervisory experience in the enforcement of animal control ordinances and/or experience in a functional or supervisory capacity coordinating the activities of multiple environmental health services; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

#### NECESSARY SPECIAL REQUIREMENT

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties as deemed necessary by the appointing authority.

Approved by: \_\_\_\_\_  
Department Head

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Personnel Director

10/79

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